



**Green, Shannon**

**From:** Green, Shannon  
**Sent:** Monday, May 18, 2015 12:45 PM  
**To:** Singletary, Jennifer  
**Subject:** Nancy Means

**Tracking:** Recipient Read  
Singletary, Jennifer Read: 5/18/2015 12:59 PM

I am going to forward Chris's email to Nancy & my email will read as follows (Please let me know if it sounds okay):

Nancy,

Please see Chris's email below regarding your income. A contract cannot be issued until you have reached your maximum limit of \$20,000. Once that has been met, please let Jennifer Singletary know; she will confirm the amount with Chris; and then she will send you a contract.

Thank you!

Shannon

**From:** Workman, Chris  
**Sent:** Monday, May 18, 2015 12:14 PM  
**To:** Green, Shannon  
**Cc:** Singletary, Jennifer; Smith, Tammy; Ingraham, Cheryl  
**Subject:** RE: Senior Status Magistrate Nancy Means

The last Allowance form we received from her is through 5/10/15. She is able to view her YTD (year-to-date) wages of \$17,200 as noted on her 5/31/15 pay stub.

I am unable to provide her with a 'last' date since I do not know her work schedule, but she needs to make certain she does not turn in more than 14 days @ \$200 per diem or no more than \$2,800 on her Allowance form(s).

Chris Workman  
Director of Human Resources  
Supreme Court of Appeals of West Virginia  
Building 1, Room E 100  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
Phone 304.558.2978 Fax 304.558.9137

**From:** Green, Shannon  
**Sent:** Monday, May 18, 2015 11:08 AM  
**To:** Singletary, Jennifer; Workman, Chris  
**Subject:** Senior Status Magistrate Nancy Means

Senior Status Magistrate Nancy Means is covering Magistrate Gorby's docket in Harrison County and thinks that she is close to reaching her income limit and needs a contract.

**Chris**, will you please check to see how close Nancy is and a date, if you have one, when a contract will need to be issued for her?

Thank you!